



George C. Marshall Space Flight Center  
Marshall Space Flight Center, Alabama 35812

**QD-IS-007**  
**BASELINE**

**EFFECTIVE DATE: November 14, 2005**

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# **ORGANIZATIONAL INSTRUCTION**

## **FACILITY AND CONSTRUCTION SITE INSPECTIONS**

**OPR(s)**  
QD50

**OPR DESIGNEE**  
Jim Hill

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## DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		2005	New OI

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## 1. PURPOSE, SCOPE, APPLICABILITY

1.1 Purpose - To provide guidance to Industrial Safety Department (ISD) personnel when performing facility and construction inspections.

1.2 Scope – This Instruction provides details for ISD personnel when conducting facility inspections and monitoring construction activities to ensure safety requirements are fulfilled at MSFC.

1.3 Applicability – This Instruction is applicable to ISD personnel when conducting inspections and when monitoring construction activities at MSFC and MSFC owned or leased property.

## 2. DOCUMENTS

### 2.1. Applicable Documents

- 2.1.1 29 CFR 1910 Occupational Safety and Health Standards
- 2.1.2 29 CFR 1926 Safety and Health Regulations for Construction
- 2.1.3 NPR 1441.1 NASA Records Retention Schedule (NRRS)
- 2.1.4 NPR 8715.3 NASA Safety Manual
- 2.1.5 NPR 8812.1 Requests for Facility Services at MSFC
- 2.1.6 NRP 8820.2 Facility Project Implementation Guide
- 2.1.7 MPR 8715.1 MSFC Safety, Health, and Environmental (SHE) Program

### 2.2. Reference Documents

- 2.2.1 MPR 8823.1 Design Control of Facilities
- 2.2.2 NASA-STD-8715.11 Safety Standard for Fire Protection
- 2.2.3 NASA-STD-8719.7 Facility System Safety Guidebook

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2.2.4 TSRC MSFC Technical Specifications for Repairs and Construction (TSRC-latest version)

2.2.5 Standard Building Code

### 3. DEFINITIONS

3.1 Announced Facility Inspection. A formal inspection coordinated and scheduled with the Building Manager prior to the event.

3.2 Blanket Purchase Agreement (BPA). Various types of facilities service with distinct levels of approval to include small, less than \$25,000 services approved by FMO; and, small, less than \$25,000, specific service, pre-approved by FMO and approved and funded by MSFC responsible NASA Project. This work is frequently called “Credit Card work.”

3.3 Building Manager Individuals assigned by and responsible to the respective Area Manager to assure that their assigned buildings and its surrounding areas are safe, healthful, and in compliance with housekeeping rules.

3.4 Construction Site Inspection. Unannounced inspections performed randomly at MSFC construction sites.

3.5 Construction of Facilities (C of F) Projects. Building, structure, or utility system repairs, alterations, modifications, or new construction costing more than \$500,000 funded with C of F appropriations. (MPR 8812.1)

3.6 Design Deficiencies. Project safety design deficiencies identified by the ISD during construction monitoring which are not included in construction project.

3.7 Facilities Management Office (FMO) Contracting Officer Technical Representative (COTR). FMO personnel assigned to serve as the contract monitor and technical representative for life of the specific facility construction and warranty phase.

3.8 Facilities Work Requests (FWRs). Any facility service less than \$500,000 that are not performed by a trouble call. The FWRs include, but are not limited to pressurants and propellants, building repairs, alterations, modifications, or new construction, (MPR 8821.1). This work is frequently called “Maintenance and Repair”.

3.9 Finding. Documented report of OSHA, NFPA, or NASA non-compliance discovered during an inspection.

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3.10 Hazardous Area Inspections. Inspections performed semi-annually in areas containing potentially hazardous operations.

3.11 Indefinite Delivery Indefinite Quantity (IDIQ). Includes any service over \$25,000 that is not performed by a trouble call. The IDIQs include, but are not limited to pressurants and propellants, building repairs, alterations, modifications, or new construction.

3.12 Inspection. A walk through of an area by a representative of the ISD to detect safety and health hazards.

3.13 SHETrak. Safety and Mission Assurance (S&MA) database developed to record and track safety findings.

3.14 Spot Inspection. An inspection of an area performed randomly by ISD.

3.15 Team Inspection. An inspection of a facility which usually houses a large number of personnel or a hazardous operations, designated on the annual facility safety inspection schedule as a “team inspection.” The team normally consists of the civil service ISD employee assigned the area and ISD support personnel.

3.16 Unannounced Facility Inspection. A facility inspection that is not scheduled or announced and conducted randomly by ISD personnel.

#### 4. INSTRUCTIONS

##### 4.1 Inspection

4.1.1 ISD shall conduct inspections in accordance with the requirements in MPR 8715.1.

4.1.2 Safety findings discovered by ISD during an announced facility and hazardous area inspections shall be communicated with the building manager and/or building manager assistant and documented in SHETrak in accordance with MPR 8715.1.

4.1.3 Findings discovered by ISD during any inspection that are the primary responsibility of another SHE organization shall be coordinated in writing with the appropriate organization.

4.1.3.1 ISD can elect to enter the finding in SHETrak and send a notification to the appropriate organization of the finding or forward the finding directly to the appropriate organization for them to determine if it is a valid violation to enter in SHETrak.

4.1.3.2 Occupational Medicine and Environmental Health Services (OMEHS) shall be

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contacted when findings are discovered that are violations of Subpart Z – Toxic and Hazardous Substances, 29 CFR 1910.1000 – 1450.

4.1.3.3 Environmental Engineering and Management Office (EEMO) shall be contacted when findings are discovered that are violations of CFR 40: Protection of Environment.

4.1.4 Construction site findings discovered by ISD shall be communicated with the construction contractor superintendent, FMO construction support personnel, and FMO Contracting Officer Technical Representative (COTR) or FMO project/program manager, and documented in SHEtrak.

## 4.2 Inspection Schedule

4.2.1 ISD shall develop a schedule of announced facility inspections annually.

4.2.2 The annual facility inspection schedule shall be forwarded to all building managers, ISD building representatives, FMO, and other organizations as deemed appropriate.

4.2.3 This inspection schedule does not include unannounced inspections or construction site inspections.

## 4.3 Facility and Hazardous Area Inspections

4.3.2 An ISD representative shall contact the appropriate building manager for any announced inspections prior to conducting a facility or hazardous area inspections.

4.3.2.1 This contact is to ensure the announced inspection does not conflict with any work activities scheduled in the facility or work area the day of the inspection.

4.3.2.2 When facility work activities will conflict with inspection activities the inspection shall be rescheduled on another date agreed to by ISD and the building manager.

## 4.4 Construction Site Inspections

4.4.1 ISD shall conduct random construction inspections to ensure compliance with the construction safety program and to assure the work is being performed in accordance with established safe work practices and ensure they do not create unsafe conditions for MSFC employees, visitors and vendors.

4.4.2 ISD construction worksite surveillance includes the following activities:

4.4.2.1 Participating in Pre-construction conferences scheduled by FMO for all new

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construction activities.

4.4.2.2 Attending weekly FMO CoF construction meetings or construction contractor daily safety meetings, when necessary.

4.4.2.3 Reviewing the daily and weekly active construction project lists provided by FMO for location of active construction sites.

4.4.2.4 Participating in FMO arranged inspections such as pre-final, final and pre-occupancy inspections.

4.4.2.5 Ensuring the construction contractor does not proceed with any construction work until the contractor's Safety and Health Plan is approved by ISD.

4.4.2.6 Verifying the emergency response equipment has continuous access to the construction site and the emergency response services are knowledgeable of access routes.

4.4.2.7 Providing short topic safety training to construction crews when requested.

4.4.2.8 Issuing a verbal, temporary "Safety Halt" to work when a serious safety violation is discovered and immediately notifying the appropriate FMO COTR, FMO project/program manager, FMO construction support personnel, and other ISD personnel as appropriate.

4.4.2.9 Assuring the construction contractor receives a copy of the MSFC On-Site Construction/Service Contractor Safety Requirement Guide.

#### 4.5 Spot Inspections

4.5.1 ISD personnel assigned a specific facility shall conduct spot inspections of that facility at least once a month.

4.5.2 Spot Inspection shall be documented in SHEtrak.

#### 4.6 Inspection Finding Processing

4.6.2 All inspection findings shall be documented in SHEtrak.

4.6.3 After a facility, hazardous areas, or spot inspection findings have been entered into SHETRAK a draft inspection report is automatically forwarded to the ISD building/area safety specialist for review.

4.6.4 The ISD representative shall review and approve or reject the draft inspection

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report.

4.6.5 After the ISD representative has approved the draft inspection report it is forwarded to the building manager, FMO, and other applicable organizations, as deemed necessary.

4.6.6 Facility, hazardous area, and spot inspection findings are assigned to the appropriate building manager or FMO for corrective action.

4.6.7 Construction site inspection reports are not forward to the ISD representative for review prior to being released.

4.7.7.1 Construction site inspection findings shall be forward to appropriate the FMO representative, the applicable FMO COTR or FMO project/program manager, or other appropriate organizations via the SHEtrak system.

4.7.7.2 Most construction safety findings can be corrected and closed on the spot, but on occasions, a specific finding can require additional review and approval prior to closure; e. g. a programmatic safety concern or a repeated violation.

4.7.7.2.1 Repeat violations discovered on a construction site shall require closure by the FMO COTR or FMO project/program manager in accordance with section 4.8.

#### 4.8 Inspection Finding Closure

4.8.1 The inspection finding assignee shall close the inspection finding in SHEtrak which automatically notifies the ISD representative assigned the facility or area.

4.8.1.1 The ISD representative can agree with the action taken and closure rational provided by the assignee and officially close the finding in SHEtrak or disagree with the action taken and not close the finding.

4.8.1.2 If the ISD representative disagrees with the action taking they will enter the reason in SHEtrak and reject the finding.

4.8.1.3 The rejected finding is automatically forwarded back to the assignee for more corrective action.

4.8.1.4 After the assignee has implemented additional correction action they will resubmit the finding for closure.

4.8.2 No inspection finding shall be closed until the identified hazard has been corrected. Initiating a Facility Work Request (FWR) does not close an inspection finding.



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4.8.3 Inspection findings that cannot be closed within 30 days require the assignee to initiate an Abatement Plan in SHEtrak which generates an automatic notification to the ISD representative.

4.8.3.1 The ISD representative shall review the plan to assure it contains a reasonable explanation for the delay in correcting the finding, a reasonable proposed timetable to correct the finding, and any interim steps implemented.

4.8.3.2 The ISD representative shall be notified in SHEtrak of the abatement plan and requested for approval.

4.8.3.3 If the ISD representative disapproves the abatement plan the assignee will be notified of the disapproval in SHEtrak and further action is necessary by the assignee.

## 5. NOTES

None

## 6. SAFETY PRECAUTIONS AND WARNING NOTES

6.1 ISD personnel shall adhere to all safety rules and requirements at all inspection sites.

## 7. APPENDICES, DATA, REPORTS, AND FORMS

None

## 8. RECORDS

Record	Repository	Period of Time
<ul style="list-style-type: none"> <li>▪ Inspection findings documented in SHEtrak</li> <li>▪ Comments including</li> <li>▪ Negative Replies</li> </ul>	<ul style="list-style-type: none"> <li>▪ QD50:</li> <li>▪ QD50 DCC - Maintained on the MSFC-DATA 2 Server</li> </ul>	<ul style="list-style-type: none"> <li>▪ Schedule 1/72 [1410]E for 5 years then destroy</li> <li>▪ When Superseded, Obsolete, or No Longer Needed</li> </ul>
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## 9. TOOLS, EQUIPMENT, AND MATERIALS

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9.1 Personal protective equipment (PPE) as required by area/activity.

## 10. PERSONNEL TRAINING AND CERTIFICATION

### 10.1 Training

10.1.1 Formal training shall include OSHA Guide to Voluntary Compliance (NSTC 501) or an equivalent NSTC course that provides instruction on general industry safety and health topics.

10.1.2 On-the-job training shall include facility, hazardous areas, and construction site inspections with an experienced inspector before being assigned to perform inspection duties alone.

## 11. FLOW DIAGRAMS

None